



FEMA

POSITION TASK BOOK FOR THE POSITION OF

National Qualification System
MASS FATALITY MANAGEMENT GROUP
SUPERVISOR

MASS FATALITY MANAGEMENT GROUP SUPERVISOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Mass Fatality Management Group Supervisor and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Successfully assume the role of Mass Fatality Management Group Supervisor and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Initiate and maintain division/group activity log: <ul style="list-style-type: none"> • Complete activity log and use to support a common operating picture • Transfer information to additional documents, positions, and displays 	E, F, I		

1b. Behavior: Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Activate division/group: <ul style="list-style-type: none"> • Establish appropriate division/group organization and assign staff responsibilities, while maintaining span of control • Ensure availability of appropriate resources • Conduct supporting activities within operational period • Follow protocol for communicating division/group's daily accomplishments to the Documentation Unit or appropriate personnel • Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel • Follow process for resource requests/releases for operational planning purposes • Assign staff or units as appropriate • Participate in planning meetings to determine division/group organization, support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period 	E, F, I		
3. Supervise and adjust division/group organization and operations based on changes in incident situation and resource status: <ul style="list-style-type: none"> • Maintain common operating picture throughout the division/group • Provide for functional and geographical supervision as necessary • Ensure effective use and coordination of all assigned resources • Constantly monitor objectives and overall division/group operations for efficacy and safety 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <ul style="list-style-type: none"> ● Submit incident narrative to supervisor ● Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period ● Ensure all personnel and equipment time records are complete and submitted at the end of each operational period 	E, F, I		
5. Ensure the protection of Personally Identifiable Information (PII).	E, F, I		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Ensure that the work completed is consistent with direction, policy, and incident objectives: <ul style="list-style-type: none"> • Supervisor's direction • IAP goals and objectives • Other planning goals and objectives 	E, F, I		
7. Make appropriate decisions based on analyzed and validated information: <ul style="list-style-type: none"> • Make adjustments in response to new information, changing conditions, or unexpected obstacles 	E, F, I		

3b. Behavior: Direct and support intelligence/investigation activities involving mass fatality management operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Coordinate intelligence/investigation activities with the Medical Examiner / Coroner as necessary.	E, F, I, J		
9. Coordinate the intelligence/investigation activities of any Disaster Mortuary Operational Response Teams or similar resources related to identification and decontamination of human remains.	E, F, I, J		
10. Ensure the identification of decedents and distribution of related required notifications to appropriate persons.	E, F, I		
11. Ensure the implementation of debris-shifting operations, as necessary.	E, F, I, J		
12. Oversee the collection, tracking, documentation, security, and storage of decedent information.	E, F, I, J		
13. Provide assistance and support to appropriate sections, branches, or groups: <ul style="list-style-type: none"> • Health and Human Services Branch • Public Health and Medical Group • Missing Persons Group • Family Assistance Groups 	E, F, I		
14. Support and advise the Forensic Group as appropriate regarding: <ul style="list-style-type: none"> • Safe handling of contaminated or infectious remains • Examinations, recovery, identifications, and movements of decedents 	E, F, I, J		

4. Competency: 2. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Ensure effective use and coordination of all assigned resources: <ul style="list-style-type: none"> ● Conduct briefing and debriefing with assigned personnel and supervisor between operational periods 	E, F, I		